



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT PROGRAMS ADMINISTRATOR

Job Number: 21001310

Job Code: 37830V160901

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 09/01/2016

Job Revised:

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management of multiple retirement benefit programs, such as benefit estimating, pre-or post-retirement counseling, retiree medical insurance, disability determination or wage and service auditing or similar programs in the administration of a multi-benefit statewide retirement plan; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience as a retirement counselor, benefit consultant or benefit supervisor within a state administered retirement system.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a retirement counselor, benefit consultant or benefit manager in a state administered retirement system will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises individual retirement benefit managers, project resources, and other employees involved in administering interrelated retirement benefit programs. Manages the implementation of the benefit program to assure economical and efficient operations of staff. Coordinates implementation of state and federal law changes directly related to program areas. Utilizes industry and established KRS best practices, techniques and tools for planning, analysis and project management to provide business solutions and key performance indicators. Analyzes program operations and recommends policy, procedural and systems programming changes to increase efficiency of service delivery. Monitors and participates in training of staff. Trains staff in the policies and procedures of the benefit program. Determine additional staff training needs. Assigns staff to program areas. Reviews and evaluates employees' performance and recommends personnel actions. Coordinates program implementation with other managers, division and agencies. Participates in form design to assure efficient processing and reviews informational materials to meet the needs of the participants served by the programs. Makes reports and recommendations to the Division Director regarding staffing needs, computer program needs and coordination of the benefit programs. Works with the personnel and payroll officials of agencies participating in the retirement system to obtain information for members and resolves problems with requested information. Reviews and recommends changes to administrative regulations governing specific benefit programs. Assures accuracy of computer generated reports and calculations and assures compliance with the retirement laws, regulations and benefit program procedures. Prepares statistical reports on workload and services provided. Drafts letters to agency officials, members, and other individuals to explain benefits and eligibility. Defines business requirements and related business rules for designing, testing and implementation of technology-based solutions. Works closely with business units and information technology staff to lead and coordinate activities in the definition, testing, training, implementation and support of functional requirements. Interprets and applies laws and regulations governing the benefit program to staff and participants. Checks cases and work prepared by other employees.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.